

**Minutes of the meeting of the Annual Meeting of Misterton with
Walcote Parish Council
Held on Thursday 26th May 2016 at 7.30pm at Walcote Memorial Hall**

Present: Cllr James Robertson (Outgoing Chair), Cllr Elizabeth Marsh, Cllr Seph Green, Cllr Paul Hobbs, Cllr Lindsey Astle, Cathy Walsh (Clerk) and 5 members of the public.

1. Election of Chair

Cllr Green nominated Cllr Marsh for the office of Chair. This was seconded by Cllr Hobbs. There were no other nominations; Cllr Elizabeth Marsh was elected as Chair for 2016-2017.

2. Election of Vice Chair

Cllr Robertson nominated Cllr Astle for the office of Vice Chair. This was seconded by Cllr Marsh. There were no other nominations; Cllr Lindsey Astle was elected as Vice Chair for 2016-2017.

3. To receive Councillor's Declarations of Acceptance of Office

Cllr Marsh and Cllr Astle signed the Declaration of Acceptance of Office forms.

4. Apologies for Absence

None

5. Declarations Of Interest from Councillors

Cllr Astle declared a personal interest in agenda item 16 and completed the Member's Disclosure of Interest form.

6. To receive the Outgoing Chairman's Report for the year ended 31.03.16

Cllr Robertson presented his report on the activities of the Council for the year 2015-2016, attached as Appendix A.

7. To appoint representatives to Committees and Associations - (LRALC, Eight Parishes Community Interest Company, MWCT and PCC)

Leicestershire & Rutland Association of Local Councils (LRALC)

Cllr Astle agreed to continue to serve as the Council's representative.

Eight Parishes Community Interest Company

Cllr Marsh agreed to continue to serve as the Council's representative.

Misterton with Walcote Community Trust (MWCT)

Cllr Robertson agreed to continue to serve as the Council's representative

Parochial Church Council (PCC)

Cllr Marsh agreed to continue to serve as the Council's representative.

8. To approve the Accounts and Financial Statement for the year ended 31.03.16

The Clerk reported that an error had been made on the draft copy of the Accounts and Financial Statement. The £20.00 VAT paid on the Audit Fees had not been shown correctly. The correct figure for Audit Fees was £145.00 not £165.00 and the correct amount of VAT paid for the year was £2,093.31 not £2,073.31.

Resolved: Following this amendment the Accounts and Financial Statement was approved.

9. To approve and review Risk Assessment and Management

Resolved: The Risk Assessment and Management for 2016-2017 was reviewed and approved.

Approved & Signed:

Date: 04.07.16

10. To Review the Standing Orders

Item 3(c) Meetings generally

The Parish Council adopted the following option: *'The minimum three clear day's public notice of a meeting does not include the day on which the notice was issued or the day of the meeting'*.

Item 10(xxvii) Motions at a meeting that do not require written notice

The threshold was raised from £100 to £1000.

Item 13(g) Code of conduct and dispensations

The Parish Council adopted the following option: *'Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required'*.

Item 15(b) Proper Officer

The Parish Council adopted the following option: *'At least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer'*.

Resolved: With the above amendments made, the Standing Orders were adopted.

11. To review the Financial Regulations

Item 2.2 Accounting and Audit (Internal and External)

This was amended to: *'At each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee]'*.

Resolved: With the above amendment made, the Financial Regulations were adopted.

Action: The bank reconciliation and bank statements will be signed off for 2015-2016 at the next meeting.

12. To note the report and the accounts from Misterton with Walcote Community Trust

The report was unavailable, the accounts were noted.

13. To approve the minutes of the meeting held on 28.04.16

Resolved: The minutes were approved as a true record of proceedings.

14. To consider any matters arising from the minutes of the meeting held on 28.04.16

WI Bench on the Triangle

Options for a replacement bench for the Triangle were considered. The one the Parish Council preferred seemed quite expensive and Cllr Marsh will see if a local furniture maker can make a similar bench at a better price.

Action: Cllr Marsh.

Routine Inspection of Children's Play Area – Chapel Lane/missing bench slat

Action: Cllr Green will liaise with Nick Marsh to find a suitable date to help him replace the slats.

AED Kiosk

Cllr Robertson has now completed cleaning the AED kiosk.

Lighting Improvements – Lane leading to the village hall

Cllr Hobbs spoke to an electrician who did not want to undertake the work. Cllr Roberston has spoken to an electrician who will provide a quote. The Parish Council are still awaiting the landowner's consent to carry out the work.

Carousel – Replacement play equipment ideas

The carousel is working properly again now the weather is warmer. Any decision to replace the carousel will be postponed until the winter.

15. To note any comments or questions from resident**15.1 Culvert on the Lutterworth Road – Flooding**

The culvert on the Lutterworth Road, opposite the Black Horse at the eastern side of Western Cottage needs the accumulated gravel and silt blasting to reduce the risk of flooding.

Harborough District Council has cleared one of the culverts in the village. However, not the one the Parish Council asked them to clear.

Action: The Clerk to contact Harborough District Council again.

Action: The Councillors have scheduled their annual walking the watercourse inspection on Saturday 04th June 2016.

15.2 Grass Cutting

Concerns were raised by residents and the Parish Council that verges throughout are very overgrown. Cllr Green has spoken to 4 Counties Ground Maintenance who will be mowing and strimming the grass on Friday 27.05.16.

16. To note any planning matters – 16/00771/FUL |

Change of use of agricultural building (sui generis) to use as a joinery workshop (B2) (retrospective), Lodge Farm, South Kilworth Road, Walcote.

Resolved: The Council have no objection to the application, but feel the restrictions they are proposing might be appropriate for the site.

17. Annual Return for the financial year ended 31 March 2016**17.1 To approve the Annual Governance Statement 2015-2016**

Resolved: The Annual Governance Statement for 2015-2016 was approved.

17.2 To approve the Accounting Statements 2015-2016

Resolved: The Accounting Statements for 2015-2016 were approved.

18. Children's Play Areas**18.1. To note the Routine Inspection of Children's Play Areas**

Inspections were made on 05.05.16 and 21.05.16 there were no new points to note.

18.2. To schedule dates of future inspections

Future dates for inspections were scheduled.

19. Financial Matters**19.1. Accounts for payment**

£60.00 – Mrs Julie Morris | 2015-2016 Internal Audit fee

£40.00 – Misterton with Walcote Community Trust | Meeting room hire
 £307.16 – Harborough District Council | Bin emptying contract
 £444.00 – 4 Counties Grounds Maintenance Ltd | April grass cutting
 £48.47 – Cathy Walsh | Clerk’s allowances and expenses
 £91.19 – Eurooffice | Lexmark laser printer toner
 £153.00 – Chapel Forestry | Supply 15 willow trees for the willow tunnel

19.2. To approve the newly agreed NALC and SLCC clerk’s salary scales for 2016-2018

Resolved: The salary scales for 2016-2018 were approved and backdated pay agreed from 01.04.16.

20. To receive updates on the following:

20.1. South Kilworth Road Field

With effect from Wednesday 25th May 2016 Harborough District Council transferred the field to the ownership of Misterton with Walcote Parish Council. This Parish Council now needs to consider the short and long term plans for the field. In the short term they are considering letting the field on licence. They have been approached by a couple of interested parties. Presently the field is not stock proof.

Action: To secure the gate with a padlock and chain – Cllr Green.

Action: The clerk to contact one of the interested parties to inform him of the plans for the field.

Action: Cllr Green will contact the other interested party.

Action: Cllr Astle will draft an agreement for letting the field.

20.2. Footpath Improvement Project

Written consent from the landowners has now been received. The plan is to replace 10 stiles with kissing gates. Cllr Astle is meeting a contractor on 27.05.16 to discuss the project. She will also ask him about replacing the boardwalk. Groundwork, the company who assess the Tesco Bags of Help grants are happy with the paperwork and will release 75% of the grant award in July and the rest will be available when we forward them invoices.

The Parish Council is liaising with one of the landowners to address/rectify his concerns over the fact that the public are not sticking to the designated footpaths when on his land. Ideas to improve the situation are better signage, including maps showing permitted routes and repositioning the yellow posts.

21. To consider the Parish Church Council’s request for grant funding towards churchyard maintenance

The Parish Church Council (PCC) wrote to ask whether the Parish Council are still happy to continue cutting the grass in the churchyard. The Parish Council confirmed that they will continue to support St Leonard’s Church by providing the grass cutting service.

Action: Clerk to confirm this in writing with the PCC.

22. Any Other Business – for notification only

22.1. Signage

The signage as you enter the village from Lutterworth and North Kilworth is obscured by dirt and overgrown hedgerows. The 30 speed limit sign at the bottom of Swinford Road is damaged and lying on the ground. The motorway signage is covered in graffiti and the direction sign post at the end of Chapel Lane in Misterton is pointing in the wrong direction.

Action: Clerk to report to Leicestershire Highways.

22.2. Potholes on footpath from Chapel Lane Park towards Misterton

Potholes on the footpath had previously been reported to Highways. Highways inspected the area and concluded that no actionable defects could be located.

Action: Cllr Marsh will forward photos to the Clerk so that this can be followed up.

22.3. Noticeboard

The Parish Council are keen to install a noticeboard on the Triangle as part of the renovation project. They would like a double sided noticeboard one side to replace the damaged pin-board from Brook Street and the other with printed village information and maps. A quote had been received from Shelley Signs.

Action: Clerk to ask North Kilworth Parish Council who supplied their noticeboards.

Action: Cllr Marsh to ask Carlton Parish Council who supplied their noticeboard.

Action: To include on the agenda for the next meeting.

22.4. British Heart Foundation (BHF) Clothing Recycling Bank

The clothing at the recycling bank at Franks Lane had not been collected for a number of weeks. The clerk reported this to BHF who have now been and collected the clothing. A resident has volunteered to keep an eye on the recycling banks and report any missed collections in future.

22.5. Dog waste bin

The dog waste bin at the end of the footpath leading from Chapel Lane Park towards Misterton has now been emptied. This had been missed off the main collection schedule and was overflowing.

Action: The dog waste situation in the village will be discussed at the next meeting.

23. To confirm the date of the next meeting

The next meeting date is confirmed as Monday 04th July at 8pm

The Chair closed the meeting at 9.03pm.

Annual Meeting of the Parish

- Following discussions with the residents who attended the meeting and the Parish Council it was decided that it would be more beneficial to hold the Annual Meeting of the Parish immediately before Annual Meeting of the Parish Council in the future.

Therefore, in 2017 the Annual Meeting of the Parish will be held from 7.30pm until 8.00pm followed by the Annual Meeting of the Parish Council at 8.00pm.

- A resident thanked the Parish Council for their support over the last year regarding the Black Horse. The Parish Council extended their thanks to Misterton with Walcote Community Trust. Without whom purchasing and reopening the Black Horse would not have been possible.

The meeting closed at 9.14pm

Appendix A

Report from James Robertson – Outgoing Chair 2015-2016

To start with, I would like to formally place on record how much I have enjoyed being involved with the parish council, from when I first joined 4 years ago to this point as out-going Chairman for the year.

Although perhaps the community in general do not see or necessarily understand what we do on the Parish Council, it is important and mostly voluntary work by people who genuinely feel a sense of trying to do something to better the community they live in. That is certainly why I joined. I hope that in future years we can continue the good work that has already been done.

During my year in the Chair, we have had another productive year whilst keeping the precept increase in line with expectations.

The highlights of this include major improvements to the footpaths around the parish, which have been spearheaded by our very capable colleague Councillor Astle. For those that have used them, you will have an understanding of the work that has gone in behind the scenes to achieve this. Further improvements will be made following a successful grant application in coming months.

We have also been fortunate enough to have had Councillor Astle involved in the recent transfer of the parcel of land at the start of South Kilworth Road being transferred back into the ownership of the village. It has been a laborious process, handled with professionalism that will now see some income being generated for the Parish following a lengthy barren period whilst the land was in possession of the district.

This year has also seen the problem of the traffic speed and volume on the main road that passes through our village come back into focus following an incident in which a local child was involved in a collision with a car. Fortunately, the incident was not as serious as it could have been, although it quite rightly brought this subject back into focus. The council and local residents have yet again found themselves in a position of not being able to get anything constructive achieved with this problem as a result of statistical information not backing up what is in reality a problem that will only get worse. We can only hope the county and district take some action before another serious incident occurs.

The formation recently of the Black Horse Community Group has led to the successful purchase of the village's only remaining pub. I hope to see it open soon, and we as a council have assisted in a small way by seeing through a windfarm grant application for ongoing set up costs. I'm sure we all look forward to supported the project in the coming months and years, and wish the group future success.

The MWCT continues to carry out really important work in the running and upkeep of the village hall. I am hoping to be able to spend some more time at their meetings over the coming months as the parish council representative.

Somehow during this year, I have overseen both the longest and shortest Parish Council meetings on record. And with that in mind, I would like to pass my thanks to my fellow councillors Liz Marsh, Lindsey Astle, Seph Green, Paul Hobbs and our ever reliable Clerk Cathy Walsh for their support this year, and sign off leaving the Chair in the hands of Councillor Marsh.